

PROJECT NARRATIVE OF APPLICATION FOR A CERTIFIED MISSOURI INCUBATOR DESIGNATION

Please answer all the questions below in full and provide the supporting documents or spreadsheets where necessary and applicable.

I. A POTENTIAL EXISTS FOR SUSTAINED USE OF THE INCUBATOR PROGRAM BY TENANTS AND PARTICIPANTS

- ☐ Describe the current or potential need for the incubator program as revealed in the business plan.
- ☐ Describe how the incubator program will meet the needs identified in the business plan.
- ☐ Explain why existing facilities and services in your region are inadequate for start-up companies.
- ☐ Explain why companies will choose your incubator as opposed to other incubators in your region, in the state, or in the nation.

II. ABILITY TO DIRECTLY PROVIDE AND ARRANGE BUSINESS DEVELOPMENT SERVICES FOR TENANTS AND PARTICIPANTS

- ☐ List the services, which will be provided to all incubator tenants as part of the local sponsor's basic package.
- ☐ List services which will be offered to tenants for a fee.
- ☐ Indicate which services will be offered by local sponsor and which will be offered by outside providers through contracts. Attach resumes of outside service providers that show their ability to perform the services offered.
- ☐ Explain how you are going to manage the physical development of the incubator program, including the provision of common conference or meeting space.
- ☐ Explain how you are going to provide or arrange the provision of financial consulting, and marketing and management assistance, and business education including assistance in accessing private financial markets.
- ☐ List equipment and furnishings you are going to provide to the tenants and participants.
- ☐ Provide policies and criteria for acceptance of tenants and participants into the incubator.
- ☐ Provide policies and criteria for graduation of tenants.
- ☐ Provide policies and criteria for termination of occupancy of tenants.

III. ABILITY TO MANAGE AND OPERATE THE INCUBATOR PROGRAM

- ☐ Include a management organization chart with names of individuals filling the positions.
- ☐ Include resumes or biographical sketches of the incubator staff.

- ☐ Describe the methods to be used to recruit businesses into your incubator.
- ☐ Describe how you are going to market the program and secure eligible tenants and participants.
- ☐ Describe how you are going to encourage the sharing of ideas between tenants and participants.

IV. ECONOMIC IMPACT

- ☐ Explain how the facility complements and conforms to the economic development strategies of the local and regional development agencies.
- ☐ Estimate the total number of firms to be housed in the incubator annually.
- ☐ Estimate the average graduation period of tenants.
- ☐ Estimate the total number of jobs that will be created by these firms over the next three years.
- ☐ Submit the following information for firms that have expressed interest in securing incubator space:
 - Firm name, address, and telephone number;
 - Principal contact person;
 - Business description;
 - Type of product and technology being developed;
 - Number of current employees;
 - Number of jobs to be created over three years; and
 - Space requirements.

V. REQUIRED EXHIBITS

Exhibit A: DEED

Submit a copy of the deed to the property or the lease agreement.

Exhibit B: COMMITMENTS

Submit letters of commitment or other documentation to support the figures contained in Section 7 of "Application for a Certified Missouri Incubator Designation." These letters or documents should specifically state the amounts committed, interest rates and terms. In cases of donated equipment, the letters should state the value of the equipment "as is."

Exhibit C: BUILDING CODE CERTIFICATION

Include a letter from the local jurisdiction certifying that the building conforms to all applicable building and energy codes.